

17th October 2019 Commencing 7:30pm

1. Vendors please describe your lots briefly and as accurately as possible in accordance with the column headings.
2. Please identify in the last but one column if the lot is a Standard Lot (S) or a Large Lot (L). See overleaf.
3. Please be sure to describe condition correctly, refer to the 'advice' section overleaf.
4. Please follow the order of information shown in red below. Any deviation from this format may result in lots being returned to the vendor to be resubmitted in line with the required format below.
5. Please turn over for further requirements and assistance.

Name	Signature	Date	/	/
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Address

Tel No

[illegible]

Requirements for Vendors

1. Auction lots are to be submitted between 1st July and 1st August 2019. This being the latest acceptable date.
2. Minimum reserve price of lots offered is £1.00. **(In the past some of the reserve prices have been unrealistically high and have not sold. It is suggested that the Gibbons prices are only a guide and not a starting point. Please bear this in mind)**
3. Vendors premium will be 10% of hammer prices
4. Vendors are responsible for collecting their own unsold lots-arrangements to be made with Colin Bartholomew on 01635 865457 not earlier than 21st October but as soon as possible after this date Please use the forms provided on the reverse, further copies can be downloaded from the club web site www.tdps.org.uk
5. Lots are to be entered into one of two categories “Standard Lot” (S) or “Large Lot” (L)
 - **Standard lots** to be presented on stock cards or pages no greater in size than A4 (21x29.7)
Up to ten stock cards securely bundled will be accepted under this category
 - **Large lots** are any lot that cannot be presented in the above format
6. Handwritten descriptions must be in ink or biro. Word processor descriptions are more acceptable, a paper copy should be included when lots are submitted;
All lots to be submitted to Mr. Colin Bartholomew at Thursday club meetings or by prior arrangement. Tel 01635 865457
7. Any lot incorrectly or not fully described as per these requirements (see example on Vendors Auction lots List) will be returned to the vendor for resubmission.
8. All lots are to be given a Personal Identification Number(Pin), this is to be written on the back of each lot in the following format
The pin takes the form of the vendor’s initials followed by a number
For a single stock card i.e. Joe Blogg’s JB001 JB002 JB003 etc.
In the case of a bundle of stock cards the following format should be used eg. JB002 (vendors ref) each of the individual stock cards then to be annotated 1 of 5, 2 of 5, 3 of 5 etc.
If a large lot consists of more than one item please use the bundle format
9. Only signed forms can be accepted-this confirms the vendors adherence to these conditions

Advice to Vendors

- We suggest the simplest forms of condition classification should be used
 - UMM: Un-mounted Mint
 - MM: Mounted Mint
 - Used: GU=Good Used
 - FU: Fine Used
 - U:Used